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PUBLIC EMPLOYMENT
RELATIONS BOARD

**GLADBROOK-REINBECK
COMMUNITY SCHOOL**

**MASTER CONTRACT
for
2007-2008**

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ARTICLE I

DEFINITIONS AND RECOGNITION

A. Definitions.

1. Association. The term "Association" as used in this Agreement shall mean the Gladbrook-Reinbeck Education Association or its duly authorized representatives, agents or designees.
2. Board. The term "Board" as used in this Agreement shall mean the Board of Directors of the Gladbrook-Reinbeck Community School District or its duly authorized representatives, agents or designees.
3. Employee. The term "employee" as used in this Agreement shall mean an employee included in the bargaining unit described below.
4. Employer. The term "employer" as used in this Agreement shall mean the Gladbrook-Reinbeck Community School District or its duly authorized representatives, agents or designees.

B. Recognition. The employer recognizes the Association as the exclusive bargaining representative for, and limited to, the appropriate bargaining unit as determined and ordered by the Iowa Public Employment Relations Board in its certification instrument (Case 303) issued on the 7th day of August, 1975. The unit described in the certification instrument is as follows:

Full and regular part-time professional employees including classroom teachers, guidance counselors, librarians and athletic director; excluding the Superintendent, building principals, all non-professional employees and other employees excluded by Section 4 of the Act.

ARTICLE II

GRIEVANCE PROCEDURE

- A. Definitions. A "grievance" shall only mean an allegation by an employee, a group of employees, or the Association that there has been a violation, misinterpretation or misapplication of any of the specific provisions of this Agreement.
- B. Levels.
1. Level One. The grievant shall discuss the grievance with the principal in an attempt to resolve the matter informally.
 2. Level Two. If the grievance cannot be resolved informally at Level One, the grievant shall file a written grievance with the principal within fifteen (15) school days of the date of the occurrence of the event giving rise to the grievance. The written grievance shall state the nature of the grievance, shall note the specific clause(s) of this Agreement alleged to be violated and the remedy requested. This principal shall make a decision on the grievance and communicate it in writing to the grievant, the grievant's representative, if any, and the superintendent within ten (10) school days after receipt of the written grievance.
 3. Level Three. In the event the grievance has not been satisfactorily resolved at Level Two, the grievant shall file a copy of the written grievance with the superintendent within ten (10) school days of receipt of the principal's written decision. Within ten (10) school days after the written grievance is filed with the superintendent, the grievant and the superintendent or his/her designee shall meet to discuss the grievance. The superintendent or his/her designee shall file a written answer with the grievant, the grievant's representative, if any, and the principal within ten (10) school days of the Level Three meeting.
 4. Level Four. If the grievance is not satisfactorily resolved at Level Three, there shall be available a fourth level of impartial, binding arbitration. The Association must submit a written request on behalf of the grievant and the Association to the superintendent within fifteen (15) school days of the receipt of the Level Three answer. The parties may attempt to select an arbitrator. If the parties fail to reach agreement on an arbitrator within ten (10) school days following submission of the request for arbitration, PERB shall be requested to provide a list of seven (7) arbitrators. Each of the two (2) parties will alternately strike one (1) name at a time from the list until only one (1) name remains. The remaining name shall be the arbitrator.

Article II Cont.

- C. The arbitrator's written decision shall be made within thirty (30) calendar days after the close of the hearing. The arbitrator's decision shall be binding on both parties. The arbitrator shall not amend, modify, nullify, ignore or add to the provisions of this Agreement. The arbitrator's authority shall be strictly limited to deciding only the issue(s) presented to him/her in writing by the employer and/or the Association, and the arbitrator's decision must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of this Agreement. Expenses for the arbitrator's services shall be borne equally by the employer and by the Association.
- D. The failure of the grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and the employer's failure to give a decision within the prescribed time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
- E. Any investigation or other handling or processing of any grievance by a grievant shall be conducted so as to result in no interference with or interruption of the instructional program and related work activities of the grievant or any other employee.
- F. Any grievance not completed by the end of the school year shall, at that point, have all time limits changed from school days to days on which the district's business office is open.
- G. Any party may be represented at all levels by himself/herself, or by a representative of the party's choosing.

ARTICLE III

DUES DEDUCTION

- A. The Association shall be allowed dues check-off for its members. This does not include initiation fees, special assessments, back dues, fines, or similar items.
- B. Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the employer a form authorizing the dues deduction. Dues shall be deducted only upon a written request. An employee may terminate the dues deduction at any time by giving thirty (30) days written notice to the employer.
- C. *Authorization forms must be received in the business office by 9:00 a.m. on September 10th of each year. The employer shall deduct from the employee's paycheck the dues that the employee has agreed to pay to the Association in twelve equal installments, beginning the first pay period in September and ending in August. The employer assumes no responsibility for the accuracy of the amounts authorized to be deducted, and in the event of any error, corrections will be made only with respect to future deductions.*
- D. The employer shall transmit to the Association the total amount of professional dues deducted within ten (10) school days following the payday in which the deductions are made and a listing of the employees for whom deductions were made.
- E. The Association agrees to indemnify and hold harmless the employer, the Board, each individual Board member, and the employer's representatives from any and all claims, costs, suits, or other forms of liability and all court costs and attorney's fees arising out of the application of the provisions of this Agreement between the parties for dues deduction.

ARTICLE IV

HEALTH AND SAFETY

- A. Physical Examinations. All new employees are required to provide evidence of physical fitness to perform duties assigned and freedom from communicable diseases, including tuberculosis, within thirty (30) days of their initial employment. All employees that are required to have a bus driving permit are required to provide evidence of physical fitness every school year according to current Iowa Department of Transportation Guidelines. Evidence shall be provided by completion of the form provided by the employer. The employer shall pay up to One Hundred Dollars (\$100), if not covered by insurance for the cost of such examination upon submission of the physical form.
- B. Bomb Threats. Employees shall only be required to assure the safe evacuation of students in the event of an emergency threatening the health or safety of students.

ARTICLE V
TRANSFER PROCEDURES

A. Voluntary Transfers.

1. Notification of Vacancies. When school is in session, a written notice of an opening creating an opportunity to transfer shall be given to all employees at least five (5) school days before the final date when the applications must be submitted.
2. Summer Notification. An employee may file a request to be notified of vacancies in specific areas which occur during the summer. The employer shall mail notice to the employee at least seven (7) calendar days before the position is filled.
3. Application. Any employee possessing the necessary qualifications may apply for consideration for any posted vacancy. Such applications must be in writing and delivered to the superintendent by the date specified on the posted notice. An employee applying for a vacancy shall be interviewed. An application must be made each time an opportunity is posted, and applications shall not carry over from one opportunity to transfer to another.
4. Determination. All applications for transfer shall be considered along with applications from non-employees. The employer shall consider the following factors in considering a request for transfer: certification and approvals, quality of professional performance, years of experience, and needs of the District. If an employee does not receive the transfer, the employee shall be granted a conference with the administration upon request.

B. Involuntary Transfers.

1. Notice of an involuntary transfer shall be given in writing to the affected employee as soon as reasonably possible.
2. An involuntary transfer shall be made only after a meeting between the employee involved and the administration. An Association representative may be present if requested by the employee.
3. Benefits. Any employee who is assigned to an administrative or supervisory position and who later returns to former status, shall be entitled to retain such rights as may have accumulated under this Agreement prior to such transfer to administrative or supervisory status.
4. Resignation. If an employee resigns in lieu of accepting an involuntary transfer under the provisions of this Article, no penalty for the resignation shall be assessed against the employee.

ARTICLE VI
REDUCTION OF STAFF

A. Coverage

All employees under this Agreement.

B. Layoff

1. In the event the Board determines that staff must be reduced the Board will give written notice to the Association (including the reduction of full-time to part-time positions or reduction of part-time positions). If the reduction of staff is determined to be necessary by the Board the following procedures shall be controlling:
 - a. Attrition (due to normal retirement, resignation, etc.)
 - b. Employees with emergency and/or temporary certification, unless needed to maintain an existing program.
2.
 - a. In the event the Board determines that staff must be reduced at the secondary level, employees shall be laid off in the curriculum or subject matter area where reduction is required. These areas are music, art, physical education, librarian, counselor, math, business education, foreign language, home economics, industrial arts, English, science, social studies, reading improvement and vocational agriculture. The seniority provisions set forth in sub paragraphs B.3, B.4, B.5 and B.6 shall apply.
 - b. In the event the Board determines that staff must be reduced at the elementary level, employees will be terminated according to program needs. The said programs will be music, art, librarian, counselor, physical education and classroom teachers. The seniority provisions set forth in sub paragraphs B.3, B.4, B.5 and B.6 shall apply.
 - c. This Article shall not apply to the reduction of employees hired under federally financed programs.
3. Employees will achieve seniority rights under the provisions of this Article after they have completed two (2) years of service in the Reinbeck School District, Gladbrook School District, or Gladbrook-Reinbeck School District. Seniority shall be defined as those years of service in Reinbeck School District, Gladbrook School District, or Gladbrook-Reinbeck School District beginning with the most recent date of continuous employment.

ARTICLE VI Cont.

4. If a choice must be made between two or more employees who have completed two (2) years of service in the Reinbeck School District, Gladbrook School District, or Gladbrook-Reinbeck School District, the employee with the least amount of seniority should be laid off for staff reduction unless needed to maintain an existing program.
5. If a choice must be made between two or more employees who have equal years of experience in the Reinbeck School District, Gladbrook School District, or Gladbrook-Reinbeck School District, then teaching experience outside the Reinbeck School District, Gladbrook School District, or Gladbrook-Reinbeck School District will be the controlling factor.
6. Any employee who has been employed in the district for one semester will receive one-half year of seniority.

C. Recall

1. Any employee laid off pursuant to this Article who has attained seniority rights under the provisions of paragraphs B.3, B.4, B.5 and B.6 shall have recall rights for a period of two (2) years from the effective date of his/her layoff to any available positions for which he/she may be certified within the curriculum or subject matter areas as set forth in paragraphs B.2.a and B.2.b. from which he/she was laid off.
2. Any employee laid off pursuant to this Article who lacks direct recall rights to a vacancy for which he/she is certified shall have preferential consideration over other applicants from outside the District for a period of two (2) years provided the employee is of equal or greater qualifications for the vacant position and provided further that there are no other employees with direct recall rights demanding the vacant position.
3. Notice of recall shall be made by certified mail to the employee's last mailing address shown in the district personnel records. Recall rights shall expire after fifteen (15) days of the date of mailing.
4. Recall shall be in inverse order of termination.

D. Benefits

Employees who are rehired pursuant to Section C shall retain those rights under the Agreement accumulated prior to their being laid off for staff reduction under this Article.

ARTICLE VII

EVALUATION PROCEDURES

A Formal Evaluation Procedures.

1. Notification. The employer shall acquaint all employees with the formal evaluation procedures and instruments to be used within twenty (20) school days of the beginning of each school year. No formal evaluations shall take place until such orientation has been completed. If new instruments for formal evaluation are adopted by the District, employees shall be acquainted with the new instrument prior to its use.
2. Required Evaluations. A new employee shall be formally evaluated at least two (2) times during each of the first two (2) years of employment. A continuing employee shall be formally evaluated a minimum of once every three (3) years. In years when a formal evaluation is not made, a written notation under the guidelines for Paragraph B will be made. There shall be at least a fifteen (15) workday period between each formal evaluation unless in the discretion of the evaluator circumstances dictates a shorter period of time between formal evaluations.

The building principal or appropriate supervisor shall evaluate each employee formally in writing. Each formal written evaluation shall be preceded by at least thirty (30) continuous minutes of observation. All formal observations of an employee shall be conducted with the full knowledge of the employee. All formal evaluation observations shall be announced at least one (1) day before the observation.

3. Conference and Copy. A copy of each formal evaluation shall be given to the employee and a conference shall be held between the employee and the evaluator within five (5) school days following the final formal observation for each evaluation. The time may be extended to a maximum of 10 days by mutual agreement. A copy signed by both parties shall be given to the employee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content. No employee shall be required to sign a blank or incomplete evaluation form.
4. Responses. If the employee feels his/her formal written evaluation is incomplete, inaccurate or unjust, he/she may within twenty (20) school days of the conference put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file. The file copy of such objections shall be signed by both parties to indicate awareness of the content.

Article VII Cont.

- B. Informal Evaluations. Nothing in this Article is to be construed as precluding informal evaluations or observations. If a written notation is made of an informal evaluation to be included in the employee's personnel file or a written complaint is to be included in the employee's personnel file, a copy of such notation or complaint shall be given to the employee within five (5) school days of filing.

A copy signed by both parties shall be given to the employee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of content. The employee may, within fifteen (15) school days of receipt of the copy submit a signed, written response which shall be attached to the notation or complaint in question. This response shall also be signed by both parties to note awareness of the content.

- C. Personnel File Review. Each employee shall have the right to review the contents of his/her personnel file. A representative of the Association, at the employee's request, may accompany the employee to this review. Confidential letters of recommendation may be excluded from the file when it is to be examined by the employee. Evaluations shall not be considered confidential materials. No material shall be removed from the file during the review. The employee shall have the right to reproduce any of the contents of his/her personnel file except confidential letters of recommendation. The employee shall bear the cost of such reproduction.
- D. Principal's Working File. Material in the principal's working file will not be kept for longer than one (1) calendar year. If the material is significant, it will be dealt with in the next formal evaluation. If not, it will be discarded.
- E. Right to Grieve. Employee evaluations are to be fair and accurate. Any employee who has completed two continuous years of professional service in the district has the right to grieve said evaluations as unfair, unjust, or inaccurate if the evaluation concludes that the employee's overall performance does not meet district standards (as specifically stated on the evaluation), or if the same negative area is cited in two consecutive evaluations, the time lines and procedures of article shall apply.

ARTICLE VIII

VACATIONS AND HOLIDAYS

The Board agrees that employee's attendance will not be required on the following days and all days will be paid:

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

The Board agrees that employee's attendance will not be required on Memorial Day.

ARTICLE IX

EMPLOYEE HOURS

- A. Work Day. The normal work day shall be from 7:55 a.m. to 3:55 p.m. Employees may be required to perform the following additional duties without compensation: elementary music program, open house, faculty meetings, and class sponsorship activities. When parent-teacher conferences are scheduled past 3:40 p.m., such conferences will take place on a day Monday through Thursday.
- B. Lunch Duty. Employees shall have a daily duty-free lunch period of at least twenty (20) minutes, except in case of an emergency or when assigned noon supervision, the Employee shall have a duty-free lunch period of at least fifteen (15) minutes. Noon supervision will not be assigned more than sixty (60) days per school year. The employer may, however, assign noon supervision to employees in lieu of class time. Such employees will not be assigned to the regular rotation of other daily duties.
- C. Bus Duty. Employees will not have bus duty on a regular basis but rather will be on a substitute basis.
- D. Faculty Meetings. Faculty meetings shall be held during the hours of the regular work day. If additional time is required for program development meetings, the proposal will be reviewed and voted on by the affected faculty and will be approved by a majority vote.
- E. Emergency Closings. Employees shall not be required to work on days when the school is closed because of bad weather or because of other emergencies.
- F. Preparation Time. The District will provide forty-five (45) consecutive minutes of preparation time for classroom instruction for all full-time classroom teachers in the Reinbeck Elementary and high school, forty (40) consecutive minutes of preparation time for classroom instruction for all full-time classroom teachers in the middle school, and forty-five (45) nonconsecutive minutes of preparation time for classroom instruction for all full-time classroom teachers in the Gladbrook Elementary. Part-time teachers will receive preparation time on a prorated basis. The preparation time will be scheduled during the student's school day.
- G. Early Dismissal. On Fridays or on days preceding holidays and recess periods, the Employee's day shall end when student buses have departed. Unless the administration calls for a faculty meeting, Employees are permitted to leave school when student buses have departed when working at a scheduled school event, based on the extra-duty schedule, that same evening. Coaches and sponsors of such events may leave when student buses have departed on such days.

ARTICLE X

PROFESSIONAL DEVELOPMENT

A. Continuing Education

1. Any employee who plans to enroll in a course at an accredited college or university and who desires such course to apply towards an educational lane change on the Salary Schedule must receive written approval from the Superintendent.
2. Required Education. If an employee on the B.A. Lanes (Class B, C, D, E, or F) obtains six hours of approved college credit during a five (5) year period, he or she may advance to the new step in the Lane and will continue to advance a step each year unless during the next five (5) year period he or she does not obtain an additional six (6) hours of approved college credit. This would work the same way for those on the M.A. Lanes (Class G, H, or I) except the period of time would be ten (10) years rather than five (5) years. Therefore, if there are any employees on the B.A. Lane who had not obtained additional credit of any kind within the last ten (10) years, they would only have to obtain six (6) hours of credit to begin moving down steps again, and they would continue to move unless during the next five (5) year period they did not obtain an additional six (6) hours.

- B. Professional Conferences. The Board agrees to provide, upon application by the employee and approval by the Superintendent, the necessary funds for employees who desire to attend professional conferences. Travel, meals, lodging and registration fees can be deemed appropriate expenses as well as the cost of the substitute employee needed to relieve the participant.

- C. In service Education. The Board agrees to budget funds to defray the cost of the in service program. All staff members, full-time and part-time, will attend the inservice education provided by the District unless excused by the Superintendent of Schools. Part-time personnel who are required to attend inservice hours past their contract time will be paid per diem. This program will be approved by the Board of Education upon recommendation of the administration.

ARTICLE XI

SICK LEAVE

- A. Accumulative Benefits. All employees will be entitled to fifteen (15) sick leave days each school year as of the first official day of the school year. Unused sick leave days will be accumulated from year to year with a maximum of one hundred five (105) days. If an employee is on an extended contract, the employee shall be entitled to one (1) additional sick leave day for each month of twenty (20) working days beyond the normal contract. When the employee is no longer employed by the school district, the employee will be paid five dollars (\$5.00) per day for each unused sick leave day up to the maximum 105 days.
- B. Verification. The Superintendent can require such reasonable evidence as he/she may desire confirming the necessity for such leave of absence.
- C. Notification of Accumulation. Each employee will be given a copy of a written accounting of accumulative sick leave days no later than the last day of each school year.
- D. Extended Leave. An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave, upon verification by the employee's doctor, will be granted a leave of absence without pay for a maximum of one (1) year.

ARTICLE XII
SABBATICAL LEAVE

A. Purpose. A sabbatical leave may be granted by the Board for additional college training and study in the employee's area of specialization.

B. Conditions. Sabbatical leave may be granted subject to the following conditions:

1. Request. Request for sabbatical leave will be submitted to the Board not later than February 15 preceding the school year for which the leave is requested.

The Board will respond to the request not later than thirty (30) days after the request is received. The decision of the Board will not be subject to the grievance procedure.

2. Minimum Time to Qualify. The employee has completed no less than five (5) full years of service to the Reinbeck School District, Gladbrook School District, or Gladbrook-Reinbeck School District.
3. Pay. The employee will receive no pay from the school district during the time of the sabbatical leave.
4. Duration. The leave will be for one (1) school year.
5. Return. Upon return from a sabbatical leave, the employee will be credited with the same experience on the Salary Schedule the employee had earned when taking the one (1) year sabbatical.

ARTICLE XIII
TEMPORARY LEAVES OF ABSENCE

A. Paid Leaves. Each employee will be entitled to the following temporary non accumulative leaves of absence with full pay for each school year:

1. Personal. At the beginning of the school year, each employee shall be credited with two (2) personal days. A personal day may be used for any purpose at the discretion of the employee. An employee planning on using a personal day will request the leave not later than three (3) school days or earlier than fourteen (14) school days before the date. The request shall be returned to the employee by the administration within three (3) school days after the date the request was made. The number of employees approved for personal days on any given day will be limited to the first four (4) employees per campus that request leave. Leave will not be taken the last 10 days of the Teacher Contract Year or on Parent-Teacher Conference days, teacher in service days and before or after a vacation. Unused personal leave days will accrue to a maximum of four (4) days to be used in any one year. The Superintendent may waive the above stipulations in special situations and this decision is not subject to the grievance procedure.
2. Religious. Any employee whose religious affiliation requires the observance of holidays other than those scheduled in the school calendar shall be excused by the principal and will receive no pay.
3. Jury. Any employee called for jury duty or who is subpoenaed to appear in any judicial or administrative proceeding during school hours will be excused for such service with the stipulation that all remuneration excluding the employee's travel expenses for such duty shall be paid to the Gladbrook-Reinbeck Community School District.
4. Professional. An employee who must be absent from his/her regularly scheduled instructional duties for the purpose of attending functions closely related to their school work such as conferences, workshops, or visitations to view other instructional techniques or programs must have approval of the administration seven (7) school days in advance of the meeting. The request shall be returned to the employee by the administration within three (3) days after the date the request was made.
5. Bereavement. In case of the death in the Employee's family (including step relatives), the Employee shall be granted up to the following number of days of paid leave of absence.

Death of Employee's spouse, child, parent	10 days per occurrence
Death of Employee's parent-in-law, sibling grandparent, grandchild	3 days per occurrence
Death of Employee's brother-in-law, sister- in-law, son-in-law, daughter-in-law, grandparent-in-law	2 days per occurrence
Death of other relative or close friend	1 day per occurrence, maximum of three per school year

This leave shall be granted by the Superintendent and shall be for the attendance at the funeral and any other purposes directly arising out of said death. The leave shall not be used for any other purpose.

ARTICLE XIII (CONT.)

6. Critical Leave. In case of a health related circumstance requiring hospitalization or admittance to a hospice, the Employee shall be granted up to the following number of days of paid leave of absence.

Employee's spouse, child, parent, grandchild	3 days per occurrence
Employee's sibling, grandparent, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent-in-law	1 day per occurrence

7. Outpatient Procedures. Outpatient procedures involving the employee's spouse, child, parent, or grandchild, the Employee shall be granted up to three (3) days per year of paid leave of absence.

This leave will be granted by the Superintendent. If at all possible, advance notice should be given for requesting such leave.

8. Association Leave. Four days will be credited to the Association for the purpose of attending I.S.E.A. functions by its officers and/or representatives. The Association shall provide advance notice per professional leave procedures and pay for the substitute teacher.
9. Non-Critical Leave The number of days available for this leave will be determined as follows: One (1) day for each child under age 19 or a minimum of two (2) days for illness or doctor appointments for dependent children under age 19.
10. Temporary Unpaid Leave Absence without pay may be authorized by the superintendent. An employee desiring a leave of absence without pay shall file a written request with the superintendent, stating the reason(s) for the requested leave at least five (5) school days prior to the requested leave date. In cases of emergency, verbal notification to an administrator should be made as soon as possible, with written application for approval made the day the employee returns. The denial of an unpaid leave of absence shall not be subject to the grievance procedure. Deduction of pay will be based solely on the Employee's teaching contract.

ARTICLE XIV

EXTENDED LEAVE - FAMILY RESPONSIBILITY LEAVE

- A. Purpose. A family responsibility leave may be granted by the Board, in its sole discretion determined on a case-to-case basis, for the care of a child, stepchild, adopted child, or grandchild.
- B. Condition.
 - 1. Request. Request for child responsibility leave must be submitted to the Board. The Board will respond to this request within thirty (30) days after the request is received. The decisions of the Board will not be subject to the grievance procedure.
 - 2. Pay. Such approved leave will be without compensation or benefit to the employee.
 - 3. Duration. The duration of such leaves shall terminate as of the end of the contract year in which it was granted unless the Board shall, in its sole discretion, determine on a case-by-case basis, and upon reapplication at that time, to extend it further. However, in no event shall the Board extend such leave in excess of one (1) year from the date of the original application for leave.
 - 4. Return. Upon return from this leave, the employee will be placed on the salary schedule on the same step the employee was on when taking the parental leave.

ARTICLE XV
INSURANCE

- A. Type The Board agrees to provide employees with health and major medical, disability, and workman's compensation insurance protection provided they meet the following guidelines.
1. Health and Major Medical The Employer agrees to pay up to \$491.47 per month per Employee for each Employee who works at least 30 hours per week who elects single or family hospital, surgical, and major medical insurance coverage. The Employer agrees to pay up to \$245.74 per month for each employee who works at least 20 hours per week but less than 30 hours per week who elects single or family hospital, surgical, and major medical insurance coverage. The balance of any premiums may be paid, at the Employee's option, prior to withholding of taxes subject to the Employer's salary reduction plan and tax laws. Major changes in coverage with local control and/or insurance carrier may be made only by mutual agreement of the Association and the Board. The Employer may implement pre authorization procedures as part of the coverage.
 2. Disability Each full-time employee shall be covered by long-term disability insurance that is comparable to current coverage.

Each part-time employee will be covered by the above stated long-term disability insurance with one-half of the monthly premium paid.
 3. Worker's Compensation Each employee shall be covered by Worker's Compensation paid for by the Board. If an employee qualifies for Worker's Compensation benefits, the employee may elect to have the employer supplement the benefits. A full day of sick leave for each day supplemented shall then be deducted. If the employee does not choose to supplement benefits, the employer shall deduct from sick leave an amount of time proportionate to the amount the Worker's Compensation benefits are to the employee's regular salary. The employee shall notify the district of his/her option within three (3) days of receipt of the notice to make such election. Failure to report -within such time limit shall be treated as an election not to have the District supplement the benefits.
- B. Coverage The Board provided health insurance program will begin on the first of the month following the date of employment. Coverage will terminate on the end of the month in which employment ceases. After satisfactory completion of a contract obligation, coverage will cease on August 31 of that school year.
- C. Description The Board will provide a description of the insurance program for each employee covered by the program.

ARTICLE XV Cont'd

- D. Selection of Carriers The insurance carriers will be selected by the Board and the Association, with the Board making the final decision and will remain as carriers until mutual agreement to change carrier is met between the Board and the Association.

- E. Continuation In the event that an employee, absent because of illness or injury has exhausted the sick leave accrued, the Board shall continue to pay the insurance premiums for the employee's health and major medical coverage for the duration of the school year.

Employee insurance will be terminated thirty (30) days after the employee leaves the employment of the Gladbrook-Reinbeck Community School during the school year. The employee will continue benefits until August 31 upon the satisfactory completion of his/her contract.

- F. Part-Time Employees For insurance purposes, part-time employees shall be defined as those working 20 hours or more and less than 30 hours per week.

ARTICLE XVI
SUPPLEMENTARY PAY

A. Extra Activities

1. Activities. In addition to the regular full-time teaching, employees will be paid for Special Assignments and Other Duties according to Schedule B.

The Board may make available some reasonable volume of extracurricular activities so that an adequate extracurricular program can be maintained.

- B. Expenses of Traveling Employees. The maximum rate allowed by law shall be paid to any employee for the use of their personal car for any approved field trip or approved business trip for the district, provided that the rate of reimbursement shall not exceed 28 cents per mile.

- C. Special Assignments. Special assignments will include the following: ticket sellers, score keepers, time keepers, pep bus chaperones, Saturday school monitors, and grounds patrol persons.

It shall be the policy of the Board to make such special assignments available on a voluntary basis. When two or more employees desire the same position, and skill, ability and qualifications are equal, preference in making such assignments shall be given to continuing employees regularly employed in the district on a seniority basis. However, in the event that an insufficient number of employees volunteer for special assignment duty, the Administration shall have the option to assign employees special assignment duties and, in that event, those employees with the least seniority, who are qualified and able to perform the special duty assignments necessary, shall be selected first.

ARTICLE XVII
WAGES AND SALARY

- A. Schedule. Excellence in education service is dependent upon continuous professional growth. With this in mind, the parties adopt Schedule A as a scheduled plan for annual salary increments.
- B. Placement on Salary Schedule.
1. Adjustment to Salary Schedule. Each employee shall be placed on the proper step of the Salary Schedule as of the effective date of this Agreement.
 2. Credit for Experience. Credit up to the tenth (10) step of the salary level on the employee's Salary Schedule (Schedule A) shall be given for previous outside teaching experience upon initial employment.
 3. Return to District. Any employee with previous teaching experience in the Reinbeck School District, Gladbrook School District, or Gladbrook-Reinbeck School District shall, upon return to the system, receive full credit on the Salary Schedule for all teaching experience but shall not exceed the tenth (10) step on any salary level on the employees Salary Schedule (Schedule A).
- C. Advancement on the Salary Schedule.
1. Increments. Employees on the regular Salary Schedule shall be granted one increment or vertical step on the Schedule for each year of service until the maximum for their educational classification is reached. If an employee is employed in the District the last complete semester of a school year, that employee will be given credit for one year's experience on the next year's Salary Schedule.
 2. Educational Lanes. Employees on the regular Salary Schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. For the employee to advance from one educational lane to another, he/she shall file suitable evidence of additional educational credit with the Superintendent not later than September 10. The additional credit must have prior approval of the Superintendent and should be applicable to the instructional area in which the employee is currently working. Degree employees may apply courses of graduate level only toward this requirement.
 3. Career Increment. An annual payment of \$1000 shall be made to all full-time teachers who have been at the maximum step of their respective educational lanes

Article XVII Con't.

for one year. To receive this annual payment a teacher must have been employed in the Gladbrook School District, Reinbeck School District, or Gladbrook-Reinbeck School District for 20 years at the B.A. lane, 15 years at the B.A. + 8 lane, 10 years at the B.A. + 15 lane and 5 years at the B.A. + 24, B.A. + 30, M.A., M.A. + 15 or M.A. + 30 lanes. Part-time teachers will be paid on a prorated basis. In the event that an employee moves across a lane, but is unable to move down, he/she will maintain the career increment.

D. Method of Payment.

1. Pay Periods Each employee shall be given the choice to be paid in nine (9) or twelve (12) equal installments on the 20th day of each month. Selection of either nine (9) or twelve (12) monthly installments must be communicated in writing to the business office on or before March 15th of the year previous to the contract year. Each employee will receive their check at their building and on regular school days.
2. Exceptions.
 - a. When a pay date falls on or during a school holiday, vacation or weekend, employees will receive their pay checks on the last previous working day.
 - b. Employees new to the teaching profession will be paid the first month's salary on the 10th day of September. New employees must make a request to the Superintendent for this early payment.
3. Summer Checks. Summer checks, other than summer school employees, shall be mailed to the address designated by the employee.

E. Extra Assignments and Extended Contract Rate. The Salary Schedule is based upon the regular school calendar and a full teaching schedule. Any employee who is assigned extra activities will be paid according to the Extra Activities Provisions (Schedule B).

Employees contracted for extended days (other than for Phase III activities and Driver's Education) will be paid on a per diem rate based on the salary from Schedule A of the current school year.

Phase I and Phase II money are included in the salary schedule. Should the Phase I or Phase II money be reduced, then the salary schedule shall be adjusted proportionately. If the phase monies are made available in a different funding process, the salary schedule shall not be adjusted.

ARTICLE XVIII
DURATION CLAUSE

- A. Notices Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by letter at the following designated addresses or at such other address as may be designated by a party in written notification to the other party.
1. If by Association, to the Board at the Superintendent's Office, Reinbeck, Iowa.
 2. If by Board, to the Association at the Gladbrook-Reinbeck Elementary, Reinbeck, Iowa.
- B. Duration Period This Agreement shall be effective as of July 1, 2007, and shall continue in effect until June 30, 2008 for all language and monetary issues.
- C. Signature Clause In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed there on, all on the 19th day of April, 2007.

Gladbrook-Reinbeck Education Association

By Nancy K. Gardner
Its President

By Diane Stark
Its Chief Negotiator

Kathy Etlinger

Gladbrook-Reinbeck Board of Education

By Stephen R. Han 4-19-07
Its President

By Deann E. Maden 4/19/07
Its Chief Negotiator

Schedule A
Gladbrook-Reinbeck Community School
Salary Schedule
2007-2008

Scale Steps	Placement Years	Class B B.A.	Class C B.A.+8	Class D B.A.+15	Class E B.A.+24	Class F B.A.+30	Class G M.A.	Class H M.A.+15	Class I M.A.+30
1	0	26,830 1.00	27,367 1.02	27,903 1.04	28,440 1.06	28,976 1.08	29,513 1.10	30,586 1.14	31,659 1.18
2	1	27,903 1.04	28,440 1.06	28,976 1.08	29,513 1.10	30,050 1.12	30,586 1.14	31,659 1.18	32,733 1.22
3	2	28,976 1.08	29,513 1.10	30,050 1.12	30,586 1.14	31,123 1.16	31,659 1.18	32,733 1.22	33,806 1.26
4	3	30,318 1.13	30,855 1.15	31,391 1.17	31,928 1.19	32,464 1.21	33,001 1.23	33,806 1.26	35,147 1.31
5	4	31,659 1.18	32,196 1.20	32,733 1.22	33,269 1.24	33,806 1.26	34,342 1.28	35,416 1.32	36,489 1.36
6	5	32,733 1.22	33,269 1.24	33,806 1.26	34,342 1.28	34,879 1.30	35,416 1.32	36,489 1.36	37,562 1.40
7	6	33,806 1.26	34,342 1.28	34,879 1.30	35,416 1.32	35,952 1.34	36,489 1.36	37,562 1.40	38,635 1.44
8	7	34,879 1.30	35,416 1.32	35,952 1.34	36,489 1.36	37,025 1.38	37,562 1.40	38,635 1.44	39,708 1.48
9	8	35,952 1.34	36,489 1.36	37,025 1.38	37,562 1.40	38,099 1.42	38,635 1.44	39,708 1.48	40,782 1.52
10	9	36,757 1.37	37,294 1.39	37,830 1.41	38,367 1.43	38,904 1.45	39,440 1.47	40,513 1.51	41,587 1.55
11	10	38,099 1.42	38,099 1.42	38,635 1.44	39,172 1.46	39,708 1.48	40,245 1.50	41,318 1.54	42,391 1.58
12	11			39,440 1.47	39,977 1.49	40,513 1.51	41,050 1.53	42,123 1.57	43,196 1.61
13	12				40,782 1.52	41,318 1.54	41,855 1.56	42,928 1.60	44,001 1.64
14	13						42,660 1.59	43,733 1.63	44,806 1.67

SCHEDULE B-EXTRA ACTIVITIES PROVISIONS

2007-2008 BASE \$25,630.00

High School Vocal Music	7.5%	Additional for all-school musical as per play basis
High School Instrumental Music	10.0%	
Middle School Vocal Music	2.0%	
Middle School Instrumental Music	5.0%	
Elementary Music	1.0%	
School Newspaper	3.0%	
School Annual	3.0%	
Speech	5.0%	
Plays (2)	4.5%	
<u>Athletic Director</u>	10.0%	Base + 1% for each year exp. to 6 yrs.
	or	
(11 month contract)	12.0%	Base + 1% for each year exp. to 6 yrs.
<u>Head Coach for:</u>	10.0%	Base + 1% for each year exp. to 6 yrs
Volleyball, Football		
Basketball, Wrestling		
<u>Assistant Coach for</u>	6.0%	Base + 1% for each year exp. to 5 yrs.
Volleyball, Football		
Basketball, Wrestling		
<u>Head Coach for</u>	8.5%	Base + 1% for each year exp. to 6 yrs.
Baseball, Softball		
<u>Assistant Coach for</u>	6.0%	Base +1% for each year exp. to 3 yrs.
Baseball, Softball		
<u>Head Coach for:</u>	7.0%	Base + 1% for each year exp. to 5 yrs.
G.Track, B. Track. G. Soccer		
B. Soccer, G & B Cross Country		
G & B Golf		
<u>Assistant Coach for</u>	5.0%	Base + 1% for each year exp. to 3 yrs.
Track, Golf, Soccer		
<u>Middle School Coach</u>	5.0%	Base + 1% for each year exp. to 3 yrs.
High School Cheerleader Sponsor	5.0%	
Middle School Cheerleader Sponsor	2.5%	
Letter Club Sponsor	.4%	
F.H.A. Sponsor	1.6%	
F.F.A. Sponsor	5.0%	
Senior Class Sponsor	.65%	
Junior Class Sponsor	1.75%	
Sophomore Class Sponsor	.35%	
Freshman Class Sponsor	.35%	
Department Head	1.3%	
School Improvement Plan Committee Members	1.0%	
Student Council (HS)	2.0%	
FF	.5%	
SADD	.5%	
National Honor Society	.5%	
Special Assignments - As Defined \$20.00 per assignment In Articles XVI & XVII: Ticket Sellers, Score Keepers, Time Keepers, Pep Bus Chaperones, Saturday School Monitors, Grounds Patrol Persons		

EXHIBIT A
GRIEVANCE FORM

Name of Grievant

Name of Principal

Name of Association Representative (if any)

LEVEL TWO

A. Date alleged violation occurred: _____

B. Date of informal verbal discussion (Level One): _____

C. Persons present at informal verbal discussion: _____

D. Employee(s) claimed to be adversely affected:

E. Section(s) of contract alleged to be violated, misinterpreted, or misapplied:

F. Statement of nature of grievance:

G. Relief sought:

Grievant's Signature

Date

Date Filed at Level Two

H. Disposition by principal:

Principal's Signature

Date

Date Given to Grievant

EXHIBIT B

DUES FORM

Prepare in duplicate:
Copy one to Employer
Copy two to Employee

PAYROLL DEDUCTION AUTHORIZATION
FOR PROFESSIONAL DUES

Employee's Name_____ Date_____

I hereby authorize the Board of Directors of the Gladbrook-Reinbeck Community School District to deduct professional dues from my salary each month to be paid to the Gladbrook-Reinbeck Education Association. My total yearly dues deduction is \$ _____. I understand that the total dues deduction will be divided into twelve (12) equal installments of \$ _____ each, with the first deduction in September and the last in August. I understand that this deduction authorization may not be altered during the school year, but may be revoked by me at any time by giving thirty (30) days written notice to the Employer.

Signature of Employee

THIS FORM DUE BACK TO THE ASSOCIATION MEMBERSHIP CHAIRPERSON BY SEPT. 8